

CHARTER

Washington State Emergency Management Council (EMC)

I. Name

The name of the council shall be “Emergency Management Council”, hereafter referred to as the Council.

II. Authority

The Council is authorized and empowered by the laws contained in Chapter 38.52.040 of the Revised Code of Washington (RCW).

III. Purpose

The Charter outlines the Council’s responsibility with respect to emergency management readiness in Washington State. The Charter also specifies the Council’s Focus Areas, Mission, Vision, Guiding Principles and Operating Requirements and Practices, all critical in directing the Council on its path to success.

The Council:

- A. Shall advise the Governor and the Adjutant General on matters pertaining to state and local emergency management.
- B. May appoint such committees, ad hoc committees, subcommittees, and working groups as are required to develop specific recommendations for the improvement of emergency management practices, standards, policies, or procedures. Committees listed in Article XI, and shall provide reports of their activities and recommendations at regular meetings of the Council.
- C. Shall ensure that the Governor receives an annual assessment of state-wide emergency preparedness including, but not limited to, specific progress on hazard mitigation and reduction efforts; implementation of seismic safety improvements; and hazards as identified by the state’s Threat and Hazard Identification and Risk Assessment (THIRA).
- D. Shall establish the State Emergency Response Commission (SERC) as required by P.L. 99-499, the Emergency Planning and Community Right-to-Know Act, as a subcommittee of the Council. Reports shall be provided from a representative of the SERC at regularly scheduled Council (EMC) meetings.
- E. Shall review administrative rules governing state and local emergency management practices and recommend necessary revisions to the Adjutant General.

- F. Shall advise the Adjutant General on the communications and warning systems and facilities operated or controlled under the provisions of RCW 38.52.040.
- G. Shall establish the Washington Intrastate Mutual Aid Subcommittee (WAMAS) as a subcommittee of the Council. Reports shall be provided from a representative of the WAMAS at regularly scheduled Council (EMC) meetings.

IV. Mission

The Council advises the Governor and the Adjutant General on all matters pertaining to state and local emergency management by promoting, assessing, and reporting on statewide emergency readiness.

V. Vision

The vision of the Council is that Washington's citizens, public and private infrastructure, and the vitality of Washington's economy are safe and secure.

VI. Priorities

- A. The Council will provide a multi-disciplinary forum to address current and emerging issues that impact emergency management.
- B. Council members should actively represent their respective agencies, disciplines and/or constituent group.
- C. To effectively accomplish its responsibility, Council members should maintain a working knowledge of core legal, policy, and operational documents. These include, but are not limited to, Homeland Security Presidential Directives (HSPD's), National Response Framework (NRF), National Incident Management Systems (NIMS), National Preparedness Goals, RCW Title 38, related WAC's, Washington Statewide All-Hazards Emergency Preparedness Strategic Plan and the Washington State Comprehensive Emergency Management Plan (CEMP).
- D. The Council charts committees and work groups, as appropriate, to enhance the ability of the Council to carry out its overall mission and to specifically respond to current and emerging issues.
- E. The Council shall assess the status of statewide all-hazards readiness, to include, but not limited to, mitigation, preparedness, response and recovery. For the Council's purposes, readiness also includes non-traditional areas of emergency management such as deterrence, preemption, prevention, and protection.
- F. The Council will monitor, evaluate, assess, and identify readiness gaps and potential solutions to eliminate those gaps and will utilize strategic planning as a framework to measure state preparedness.

- G. The Council will recommend the development and/or improvement of statewide emergency management standards, practices, policies, and strategies.
- H. The Council will provide timely strategic policy advice to the Governor and the Adjutant General on emergency management matters.
- I. Committee assessments, upon approval by the Council, will form the basis for Council recommendations and advice for the improvement of emergency management in Washington State.
- J. Recommendations and advice will be included in the formal annual assessment. The Council will also provide additional recommendations and advice when the Council feels they are warranted and upon request from the Governor or the Adjutant General.
- K. The Council will provide recommendations and advice to the Adjutant General regarding all WAC's issued or being processed for issuance by the agency (EMD).
- L. The Council will seek guidance from the Governor and the Adjutant General on priorities for which they need advice.
- M. The Council multi-year plan of action and other operating documents will implement the provisions of this charter.

VII. Membership

- A. Per RCW 38.52.040, the Council is to consist of not more than seventeen members who shall be appointed by the Adjutant General.
 - i. The members of the council shall include, but not be limited to:
 - 1. representatives of city governments (Association of Washington Cities)
 - 2. representatives of county governments (Washington State Association of Counties)
 - 3. Sheriffs and police chiefs (Washington Association of Sheriffs and Police Chiefs-WASPC)
 - 4. the Washington State Patrol (Washington State Patrol)
 - 5. the Military Department, (Director of Washington State Emergency Management Division)
 - 6. the Department of Ecology (Department of Ecology)
 - 7. state fire chiefs (State Fire Marshal's Office)
 - 8. local fire chiefs (Washington State Fire Chiefs Association)
 - 9. seismic safety experts (Department of Natural Resources)

10. State EM Directors (Washington State Emergency Management Association)
11. local emergency management directors (Local EM Directors)
12. search and rescue volunteers (State of Washington Search and Rescue Volunteer Advisory Council)
13. medical professions who have expertise in emergency medical care (Department of Health)
14. building officials, (Washington Association of Building Officials)
15. private industry (Association of Washington Business), and
16. member-at-large (Varies appointment to appointment)
17. member-at-large (Varies appointment to appointment)

B. The Council members shall elect a chair from within the Council membership.

C. Appointment, Term of Office, and Compensation: Council members will be appointed for a two-year term by the Adjutant General. Members serve voluntarily, and without compensation, but may be reimbursed for their travel expenses incurred in the performance of their duties in accordance with RCW 43.03.050 and RCW 43.03.060.

D. Alternates: Appointed members or organizations shall designate one alternate to attend functions on the member's behalf when necessary. Only that person shall have the voting privileges of the member. The designated alternate can be changed by written request to the Chair or Vice-Chair at any time, with the change going into effect upon the execution of the new appointment letter, signed by the Adjutant General.

E. Vacancies: Vacancies occurring on the Council shall be filled by appointment by the Adjutant General or designee. The Council may interview and recommend potential candidates to the Adjutant General.

F. Attendance: If a member or their alternate misses two consecutive meetings or more than half the meetings in one year without good cause, the Council may recommend to the Adjutant General that the position be declared vacant. Prior to coordinating a replacement with the Adjutant General, the Chair shall send a letter to the member indicating such action.

VIII. Officers

A. Chair and Vice Chair: The Chair and Vice Chair shall be elected or removed by members of the Council at a regular or special meeting by a simple majority vote.

B. Duties of Officers:

1. The Chair shall:

- a. Advise the Adjutant General.
- b. Call Council meetings, preside at the meetings, and plan and formulate the agenda for the meetings.
- c. Make recommendations to the Council regarding establishment of Committees and Chairs.
- d. Perform other duties as may be necessary or prescribed by the Council for the effective operation of the Council and its responsibilities.

2. The Vice-Chair shall:

- a. In the absence of the Chair, perform and exercise the duties and functions of the Chair.
- b. Participate in committees.
- c. Perform such other duties as may be assigned by the Chair.

IX. Elections

Elections shall be the first meeting of the calendar year. The Chair and Vice-Chair will be elected with one-year staggered terms of two years, i.e., if the Chair is elected in an even year, then the Vice-Chair is elected in an odd year.

X. Meetings

- A. Schedule: The Chair shall publish an annual meeting schedule.
- B. Special Meetings: Special meetings may be called by the Chair, as deemed appropriate, or upon a special request of at least three Council members.
- C. Meeting Notice and Requirements: The Chair will provide notice of meetings at least twenty days prior to such meetings. All meetings shall comply with the Open Public Meetings Act.
- D. Quorum: A simple majority of the appointed Council members shall constitute a quorum at a regular or special meeting of the Council.

XI. Committees and Work Groups

- A. The Council will create committees and work groups as needed. Committees will be formed to address issues and projects that are on-going and spanning several years. Work groups will be formed for specific issues and projects that will be

completed within a finite period of time. Formation of either group requires a vote. The Council has established the following committees:

- 1) EMC Executive Committee (EC)
- 2) Emergency Management Advisory Group (EMAG)
- 3) State Emergency Response Commission (SERC)
- 4) Seismic Safety (SS)
- 5) Washington Mutual Aid System (WAMAS)
- 6) Infrastructure Resilience Subcommittee (IRSC)
- 7) Inclusion and Equity Subcommittee (IESC)

- B. The committees and work groups will provide a written report to the Council Chair one week prior to a scheduled Council meeting. The Chair can assume a committee or work group is non-functional if it does not demonstrate meaningful progress and provide regular updates. Disbandment of either group requires a vote.
- C. All committees will adopt a Charter that shall include at a minimum: name, purpose, membership, meeting schedules, annual review, and adoption date.

XII. Senior Advisory Committee

- A. Authority: In compliance with Homeland Security Grant Program guidance, the Washington State Emergency Management Council (EMC) acts as the Senior Advisory Committee (SAC). The EMC by law (RCW 38.52) acts as an advisor to the Governor and The Adjutant General (TAG) (Note: the TAG is also the State Administrative Agent (SAA)) concerning the activities and status of emergency management and Homeland Security. As part of general operating procedures, the SAC: does not assume any responsibility assigned to the SAA; fiscal responsibility and implementation of grant guidance remain with the SAA; the SAC is a coordination body; and “management” as used in grant guidance does not mean inserting the SAC into state or local funding decisions for sustainment or investment justifications.
- B. Purpose: The SAC is: advisory to the SAA; makes recommendations for integrating whole community preparedness activities with the goal of enhancing the building of core capabilities, maximizing coordination and reducing duplication of effort; review THIRA and SPR for gaps and capability shortfalls and make recommendations for resolution; receive information from other programs (UASI Core Group, Area Maritime Security Committees, etc.) for incorporation into their recommendations, and assist in determining priorities for those recommendations.
- C. Membership: Membership in the EMC is proscribed by RCW 38.52. When sitting as the SAC, a representative from the UASI Core Group, Sound Transit, Serve Washington, Tribal governments, Office of Superintendent of Public

Instruction, Department of Commerce, Administrative Office of the Courts, Community and Technical Colleges, Washington State Ferries, US Coast Guard District 13, Puget Sound Area Maritime Security Committee, Columbia River Area Maritime Security Committee, State Executive Interoperable Communications Committee (SEIC), the Washington Fusion Center, and Washington Voluntary Organizations Active in Disasters (WA VOAD) will be invited to participate in discussions.

- D. Meetings: The SAC will meet once a year at a minimum to review analysis of the preparedness assessment information, review grant projects and make recommendations to the SAA for core capability development and priority. Administrative procedures in place for the EMC apply to SAC meetings. Additional meetings may be called at the discretion of the EMC Chair.

XIII. Voting

Each member or designated alternate shall have one vote and must be present to cast his/her vote. Passage of motions shall require the simple majority of those present and voting. Informal polling for consensus shall not be considered voting.

XIV. Parliamentary Procedure

Robert's Rules of Order, Newly Revised, shall be the parliamentary authority for procedures not covered by this charter.

XV. Amendments

The Charter may be amended, repealed, altered, in whole or in part, or a new Charter adopted by a simple majority vote of the entire Council at any Council meeting provided that a copy of the proposed amendment be sent to each Council member at least thirty days prior to the meeting.

XVI. Adoption Date and Annual Review

- A. Adoption Date: June 2018
- B. An annual review is due each November.